

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



LIBRARY CLERK I (FULL-TIME)

(Announcement No. R-041-07)

Grade 8

Starting Pay: \$9.68 per hour— plus benefits package

Work week includes nights and weekends.

THE JOB:

Provides circulation services to Library patrons. Checks materials in and out using automated on-line service; collects money for services and fines; resolves patron service problems; issues library cards; and performs project assignments.

MINIMUM QUALIFICATIONS:

High School graduate or GED, and ability to operate a computer and office equipment; or any equivalent education and training.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam. The Manchester City Library does conduct a background check.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address or at www.manchesternh.gov

OPENING DATE:

Tuesday, June 26, 2007

CLOSING DATE: Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST